VACANCY NOTICE
FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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	TITLE OF POSITION: Chief Human Services Business Officer	CLASSIFICATION CODE: 02	2648500		
osition	SALARY RANGE : Gr. 133A \$59117-66959	REFERENCE POSITION NO.: 11	131-50400-80930		
	Department or Agency Name Health	APPLICATION PERIOD: 9/	16/2010 to 9/22/2010		
	Division/Section/Unit CFHE		09/25/2010 4:00 PM		
<u>a</u>		contingent on the availability of funding through			
Ò	American Recovery & Reinvestment Act 2009				
jo		Job Location: Providence	DI		
Description of Position		Job Location. Providence	, ni		
	Restrictions/Limitations: Limited to 9/30/2012	V N.			
	Position Covered By Collective Bargaining Union Agreement	Yes No_	X		
Ŏ	Name of Bargaining Unit Union: N/A				
	There is* is not_X_ Civil Service List for this position		th for Specific Instructions		
	* NOTE: If there is a list, only laterals (employees with the same title	e) or individuals certified by OPA may be app	ointed to this position.		
General Information to Candidate	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated, if you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Agriculture on the application or within a cover letter, both the File Position Title and Number. Most Important - Please incluction of particular application period of department where you are currently employed. The title of the position of which you are applying provious applicants need not reapply. Title of your property of the file of your property of the file of your property. Title of your entered State service Present Union Affiliations **** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If ar item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations				
Statement of Duties	of the Americans with Disabilities Act (ADA). DUTIES / RESPONSIBILITIES: Please refer to attachment				
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Accounting or Business Administration; and Experience: Such as may have been gained through: considerable employment in a responsible supervisory position in a public agency or in private industry involving advanced professional accounting and/or advanced professional auditing work. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.				
Where to Apply	OHHS Human Resources Service Center Benjamin Rush Bldg., #55		CS-14 Application to:		

Chief Human Services Business Officer 1131-50400-80930

10 ARRA CDC State State-level Component II - Physical Activity

This position is under the Division of Community, Family Health & Equity, Executive Office, Operations Section.

Job Description: The Chief Human Services Business Officer will assist the Operations Administrator in the responsibility and accountability for the proper receipt and disbursement of division funds and to insure that these funds are used for the purposes for which they are allotted.

Duties include:

- To participate in a team approach to promoting accountability and efficiency in operations,
- To assist in the preparation of division budget requests and to assist in maintaining a budgetary control over division funds,
- To be aware of federal regulations and guidelines pertaining to federal funds through the state's procurement system,
- To assist in the preparation of various weekly, monthly, quarterly, and annual reports and financial statements required for the operations of the division and for the various state government entities,
- As required, plan, organize, supervise and direct the work of staff engaged in administrative operations,
- Other duties as assigned.

<u>Skills:</u> Strong communication skills, including written and verbal; proficiency using Microsoft Office products; attention to detail; ability to work with a team and independently; initiative to complete projects and meet deadlines; and rapport to work collaboratively with division and department staff.